



City of Tempe

SPECIAL PROJECTS ATTORNEY

JOB CLASSIFICATION INFORMATION

<i>Job Code:</i>	590	<i>FLSA Status:</i>	Exempt
<i>Department:</i>	City Attorney	<i>Salary / Hourly Minimum:</i>	\$90,259
<i>Supervision Level:</i>	Non-Supervisor	<i>Salary / Hourly Maximum:</i>	\$121,850
<i>Employee Group:</i>	Confidential	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Unclassified	<i>Market Group:</i>	Assistant City Attorney
<i>Safety Sensitive / Drug Screen:</i>	No	<i>EEO4 Group:</i>	Professional
<i>Physical:</i>	No		

DISTINGUISHING CHARACTERISTICS

The Special Projects Attorney classification encompasses knowledge and experience in various professional legal services and experience working with various departments and divisions at the City, primarily focused in the area of Housing and Urban Development (HUD). Time keeping for service to certain client departments and divisions may be required.

REPORTING RELATIONSHIPS

Receives general direction from the City Attorney, or from other supervisory or management staff in the City Attorney's Office.

May receive functional and technical direction from Deputy City Attorney. May support other Assistant City Attorneys, as requested.

May exercise functional and technical supervision over legal, administrative and support staff.

MINIMUM QUALIFICATIONS

<i>Experience:</i>	Previous experience working in a government or legal setting is preferred, including experience with City of Tempe Departments, policies and practices.
<i>Education:</i>	Requires a Juris Doctorate from an accredited law school.
<i>License / Certification:</i>	Membership in good standing with the State Bar of Arizona.

ESSENTIAL JOB FUNCTIONS

Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.

To actively support and uphold the City's stated mission and values. To provide a wide range of professional legal services to specially assigned areas of the City, primarily focused in the area of

Housing and Urban Development (HUD). Projects will be assigned in order to assist the City Attorney's Office in meeting its obligations to Mayor, City Council, City departments and divisions, and various boards and commissions. Their needs and priorities dictate the special projects that will be assigned.

OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

- A significant portion of the time this position will be working with HUD (Housing & Urban Development) on projects related to this area.
- While primarily this position will be assigned and working on projects in Human Services it may, depending on the needs of the department, be assigned to assist Assistant City Attorneys with special projects in other areas including Community Development, Government Relations, Economic Development, Sustainability, Community Services, City Manager, Strategic Management and Diversity, Media and Communication, and other departments and divisions as assigned.
- Assignment to specific legal practice areas, client departments or divisions, will be made based on City priorities and legal practice needs.
- Conduct legal research, participation in meetings, providing legal advice and guidance, legal brief writing, and reviewing draft legislation.
- Drafting policies, attending public meetings, working on legal case and agenda management systems, working with residents and stakeholders, and supporting specific staff directives and policy direction from the City Council.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

- Work in a stationary position for considerable periods of time;
- Skilled in operating computers, and ability to utilize computer-based technologies with minimal administrative/clerical support;
- Considerable reading and close vision work;
- May require working extended hours;
- May work alone for extended periods of time;
- Other physical attributes essential to the classification.

COMPETENCIES

CLASSIFICATION LEVEL	INCLUDES	COMPETENCIES
Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn
Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability, Multitasking, Organization
Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others

Manager	In Addition >	Monitoring / Controlling Resources, and Motivating / Inspiring
Deputy Director	In Addition >	Entrepreneurship and Networking
Director	In Addition >	Organizational Vision
<p><i>For more information about the City of Tempe's competencies for all classifications:</i> City of Tempe, AZ : Competencies</p>		

JOB DESCRIPTION HISTORY
<i>Effective March 4, 2021</i>